

Date: [Insert Date]

[Recipient's Name]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an accommodation for my absence from school due to [briefly explain reason, e.g., health issues, family emergency, etc.].

My absence is expected to last from [start date] to [end date], and I would greatly appreciate your support in managing my coursework during this period. If possible, I would like to discuss options for making up missed assignments and lessons.

Please let me know if any further information is required or if we can arrange a meeting to discuss this matter in detail.

Thank you very much for your understanding and support.

Sincerely,

[Your Name]

[Your Class/Grade]

[Your Contact Information]